

***Sterling Golf Management, Inc.***  
**Norwood Country Club**  
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✓ **Conditions of Contract:** (Page 1 of 2) **2020 Tee Time Outing Agreement**

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- A. **DEPOSITS:** Deposits are required on all outings. A reserved date will be confirmed only upon receipt of a deposit, which will be acknowledged. Until such acknowledgment is received, no reserved date can be assumed.
- The deposit required for a Tee Time Outing is \$10 per player up to a maximum of \$250.
  - Once a date is reserved, the deposit must be received within 2 weeks.
  - Refunds:
    - Tee Time outings cancelled 4 weeks (28 days) or more before the scheduled outing – 100% refund.
    - Tee Time outings cancelled 2-4 weeks (14-27 days) before the scheduled outing – 50% refund.
    - Tee Time outings cancelled less than 2 weeks (0-13 days) before the scheduled outing – No refund.
    - If an outing is cancelled due to dangerous weather conditions the outing may be rescheduled or the deposit will be refunded.
- B. **GUARANTEE:** The number of players stated on the contract is the guaranteed number for which you will be financially responsible. **Please confirm this number 10 day ahead of the date of your outing. You will be charged for the number of players confirmed, not just for the number of players who show up. If the number of players exceeds the number confirmed, we will attempt to accommodate the extra players; however, we cannot guarantee that this will be possible. If the number of players is not confirmed 10 days in advance, the number of players listed on the original contract will be used.**
- C. **FINAL PAYMENT:** **The final payment must be received before the start of the outing. If your organization has non-profit tax-exempt status, you MUST provide us with a copy of your 501c 3 form as proof at least 5 days before your outing, or you will be expected to pay all applicable sales and meals taxes.**
- D. **INCLEMENT WEATHER POLICY:** The rain policy for golf outings states that outings may be rescheduled if the golf course is officially closed. Except in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Our superintendent will make a determination of playability. If the event can be held safely in reasonable comfort, it will be played. Our busy calendar makes it difficult to reschedule. We will make every effort to reach a fair determination of how to proceed.
- E. **GOLF CARTS:** Golf carts are required with all outings and two players must share each cart. We can supply up to 60 golf carts for your outing. If you have over 120 players, we will need a head count at least 15 days prior to your event to reserve any additional carts that are necessary. Our staff will provide signage and hole assignments and will also ensure that carts are staged for your event. Drivers must have a valid driver's license and be at least 18 years of age.
- F. **GOLF CLUB RENTALS:** Norwood Country Club supplies sets of rental golf clubs. To assist in the timely start of your event, it is requested that advance notification be given, if possible, as to how many right or left handed club rentals may be desired by your outing participants.
- G. **ON COURSE CONTESTS:** Based on information that you provide to us, we will prepare competition markers for closest to the pin, longest drive, and/or straightest drive. We will place the markers on the course and ask that your last group to play those holes return the markers to the Pro Shop and the recording sheets to the event coordinators.

- H. **REGISTRATION:** All tournaments shall be responsible for their own registration, player assignments, and scoring. A registration table will be set up in the clubhouse. You may use this area to check in your guests, hand out gift packages, and collect raffle money. Our staff will have the registration table set up when you arrive.
- I. **STARTING YOUR EVENT:** Please make sure that all players arrive early so that your event starts on time. Players will start on the first tee in groups of four approximately every 9 minutes. Coordinators may use the loudspeaker to make announcements and to sound the start of the tourney.
- J. **PACE OF PLAY:** All groups should maintain a pace of play that will enable them to complete 18 holes in 4.5 hours or less. Course employees may request slower groups to increase their pace to achieve this goal.
- K. **FINISHING YOUR EVENT:** Completing your event in a timely fashion has a major impact on our afternoon events. Leagues, high school matches, and afternoon tee times are planned in advance and we'd like to avoid any delays for these subsequent events. If you have a 9:00 a.m. start time, it is expected that your group will clear the course by 1:30 p.m. or sooner.
- L. **HALL RENTAL:** A hall rental fee of \$250 will be implemented when food is brought in by an outside source. The \$250 charge covers the cost of cleaning and maintenance of the function room. This fee will only be \$50 when food is supplied through Sterling Golf Management.
- M. **FOOD:** A guaranteed number of meals must be confirmed ten (10) days prior to your outing. There is an additional \$50 fee for setup and cleanup of the function room and the price per person does not include 7% meals tax. There will be a catering surcharge of \$3.00 per person if an outside caterer supplies food. Also the full \$250 hall rental fee will be reinstated. We discourage customers from "bringing their own" food and/or beverage, regardless of whether or not it has been donated.
- N. **BEVERAGES: Due to Massachusetts State Liquor regulations no outside alcohol or coolers are allowed on the golf course at any time.** It is the responsibility of the person in charge of the outing to inform all players in advance of this regulation. The Club reserves the right to insist that any person violating the policy must leave the premises immediately, and no refunds will be given.
- O. **ALCOHOL:** Norwood Country Club holds a Beverage Cart and Liquor License and bartenders will be available to serve beverages for your outing. It is illegal for any outside alcohol to be brought onto the premises. Our bartenders have received TIPS training and are qualified to serve alcoholic beverages.
- P. **LIABILITY:** The Club reserves the right to inspect and control all outings. Liability for damage to the premises will be charged accordingly. The Club will not assume responsibility for injuries or personal property and equipment brought onto the premises.
- Q. **NO METAL SPIKES:** This is a non-metal spike facility. **Metal spikes are not allowed at any time.** Please be sure to alert your golfers about this policy. Any golfers wearing metal spikes will be asked to either convert their shoes or put on some other type of appropriate footwear (such as sneakers).

*Please keep this for your reference and records.*

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### 2020 Tee Time Outing Agreement

For office use only: Outing ID: \_\_\_\_\_

#### Outing Information

Outing Date \_\_\_\_\_ Tee Time \_\_\_\_\_ Number of players (min 16) \_\_\_\_\_

Outing Name \_\_\_\_\_

Non-profit ID # \_\_\_\_\_ (must provide copy of 501c3 tax exempt certificate, or you will be required to pay taxes due)

Outing Chairman: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (W): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact Name and Phone: \_\_\_\_\_

- **Please enclose a \$10 per player deposit up to a maximum of \$250 to reserve the above time and date.**
- **Payment in full is due before the start of the outing.**
- **The total number of players must be confirmed 7 days before the outing. You will be charged for the number of players confirmed or the number of players who show up, whichever is greater.**

#### Pricing:

- **Monday through Friday: \$55.00** per player for the confirmed or actual number of players, whichever is greater.
- **Weekend/Holiday: \$60.00** per player for the confirmed or actual number of players, whichever is greater.
- **Includes Greens Fees, Cart, \$3 Pro Shop Credit. Plus – for outings of 40 or more players, a Gift Certificate for a foursome with carts at choice of SGM managed golf course.**

#### ADDITIONAL OPTIONS: *The following services are available to customize your event. Prices are per person.*

___ Bag of Tees      \$ 1.50	___ Additional Merchandise credit \$ ___
___ Sleeve of 3 balls      \$5.75	___ Food (refer to menus)      \$ ___
___ Golf Club Rental (Right Hand)      \$16.50	___ Golf Club Rental (Left-Handed)      \$16.50

Additional Requirements/Notes: \_\_\_\_\_

Long Drive(s): How Many? \_\_\_\_\_ Hole(s)# \_\_\_\_\_\*      Closest to Pin: How Many? \_\_\_\_\_ Hole(s)# \_\_\_\_\_\*

\*Hole numbers for contests are subject to approval. If hole # is left blank, Norwood CC will determine contest holes.

**I have read and hereby accept the terms, conditions, and payment policies explained in the Outing Agreement and Conditions of Contract.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Outing Chairman)

**PLEASE SIGN THIS OUTING AGREEMENT AND RETURN WITH DEPOSIT**